

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS DETACHMENT
27th TRANSPORTATION BATTALION (MC)
UNIT 27973
APO AE 09096

AETV-SCS-MI

28 JUNE 2004

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #3, Sexual Harassment (CHANGE 1)

1. Neither the chain of command nor I will tolerate sexual harassment in this organization either on or off duty. Sexual harassment is any form of deliberate or unwelcome verbal comments, gestures, or physical actions of a sexual nature, and also includes discrimination based on sex in areas such as promotions, job assignments, and duties. Specifically, it is an unsolicited act(s) where:

a. Submission to such conduct becomes explicitly or implicitly a term or condition for employment.

b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual, such as promotions, awards, duty requirements, or disciplinary action.

c. Such conduct has the purpose or effect of interfering with performance or creating an intimidating, hostile, or offensive work environment.

2. Every leader in this unit must foster a work environment that is free of sexual harassment and promotes equal opportunity. Even the perception that an act is harassing to a Soldier can be grounds for sexual harassment. It is essential we maintain the most professional climate at all time.

3. Soldiers can report any acts of sexual harassment to the Equal Opportunity NCO, supervisor, section OIC, chaplain, 1SG, or CDR. However, you are encouraged to use or inform your chain of command as soon as it occurs. Report as soon as possible in order to give the chain of command maximum time to fix the problem and eliminate this illegal action. Soldiers should feel completely comfortable in coming forward to report this type of misbehavior.

4. Soldiers should know that effective support, care, and protection mechanisms are in place for their benefit. The Bn Chaplain will be available for counseling and help as well as the chain of command. Family advocacy and ACS are two outside agencies that also have support available. Leaders and your chain of command are the primary protection mechanisms for sexual harassment. Each case is reviewed independently and Soldiers (or the accused offender) may be temporarily or (permanently) removed from their position or (section) during the investigation. Investigations will involve the chain of command and possibly the IG or CID.

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5. It is the responsibility of every Soldier, NCO, and Officer to identify, correct, and report a seen or known act of sexual harassment within this unit. When reported, immediate actions will be taken to remove or defuse the situation prior to and during the investigation. I completely encourage all Soldiers in this situation to report the accused offender in order for the chain of command to prosecute and remove this threat immediately. There is no room for this type of behavior in today's Army.

6. BOTTOM LINE: Sexual Harassment of any type is against the law, is against the good order and discipline we need to win wars, and it degrades our team. "DON'T ACCEPT IT, REPORT IT AND WE WILL FIX IT"

7. "SHOOTERS, SHOOT TO KILLLL!"

WARREN C. FISHER
CPT, TC
Commanding